Operational Risk Management Worksheet Conditions Assessment of Activity:

Date:

Completed by:

STEP 1	STEP 2										STEP 3 & 4	STEP 5	STEP 6
ANALYZE THE	ASSESS THE RISKS									5	ANALYZE THE RISKS		
HAZARDS											& DECIDE HOW TO CONTROL THEM	IMPLEMENT RISK CONTROLS	SUPERVISE
Dunin et e um	How likely is the How severe Rack & stack									Dools 0 stools	Control Outland	Turn Control olute	Manitan 9 Tural
Brainstorm	How likely is the hazard?					How severe would it be?				Rack & Stack	Control Options Which would you use?	Turn Controls Into Good habits	Monitor & Tweak
List all potential hazards.							- Cuiu				What would you do?		
The order you list them											1. Engineer	What do you need to keep in mind	What symptoms of
does not matter.										First, look at the risk matrix to	2. Guard	as you implement each?	success or inefficiency might there be
does not matter.										determine the risk	Improve Task design	as you implement each:	for each risk?
										level.	4. Limit Exposure		
										Second, list the	5. Select Personnel		
			<u> </u>			의Hc			ш	risks under the corresponding risk	6. Train & Educate		
	ENT		NO.	Σ	<u>}</u>	TRO	٩L	RATE	GIBL	level.	7. Warn		
	FREQUENT	LIKELY	OCCASIONAL	SELDOM	UNLIKELY	CATASTROPHIC	CRITICAL	MODERATE	NEGLEGIBLE		Motivate Reduce Effects		
	FR	놀	8	SE	5	S	S	MC	岁		10. Rehabilitate		

Operational Risk Management Worksheet Completion:

- Step 1 List the hazards: List all the potential dangers related to the subject activity, no matter how small or inconsequential you think they are. Mishaps are generally caused by a cascade of small problems that change into something worse.
- Step 2 Assess the risks: Try to determine as realistically as possible how likely something is to happen and check the appropriate box under: How likely is the hazard. Do the same with the potential severity and check the best answer under: How severe would it be?
- Step 3 Analyze the risks: Think of ways to mitigate the risks. There may be more than one way in any situation.
- Step 4 Decide how to control the risks: Choose the best way(s) to reduce the risks. The control options list is not complete, but is merely a list of possible suggestions. <u>Sometimes the best option is to stand down</u>.
- Step 5 Implement risk controls: Ideal controls are those that are simple to follow and easy to adopt with the goal of ensuring compliance and giving the team an understanding of the benefits of the decision.
- Step 6 Supervise: Get feedback from team members and adjust controls as needed or if necessary. Feedback is necessary to continually improve the ORM process for the next activity.
- The ORM process is a tool to help you keep yourself and your fellow members out of harms way. Once this process is completed, an Operational Risk Safety Briefing is required to all members participating BEFORE the activity commences. Members are prohibited from participating in CAP activities if they are not briefed for an activity where a briefing is required.

If this sheet is being completed for an activity that is not on the published list of APPROVED CAP ACTIVITIES and SUB-ACTIVITIES LIST, the activity must be approved by the appropriate commander. This sheet should also be provided to NHQ Safety and the National Safety Team via email at safety@capnhq.gov for consideration.

